# Montana State Library

*Records Digitization Project*

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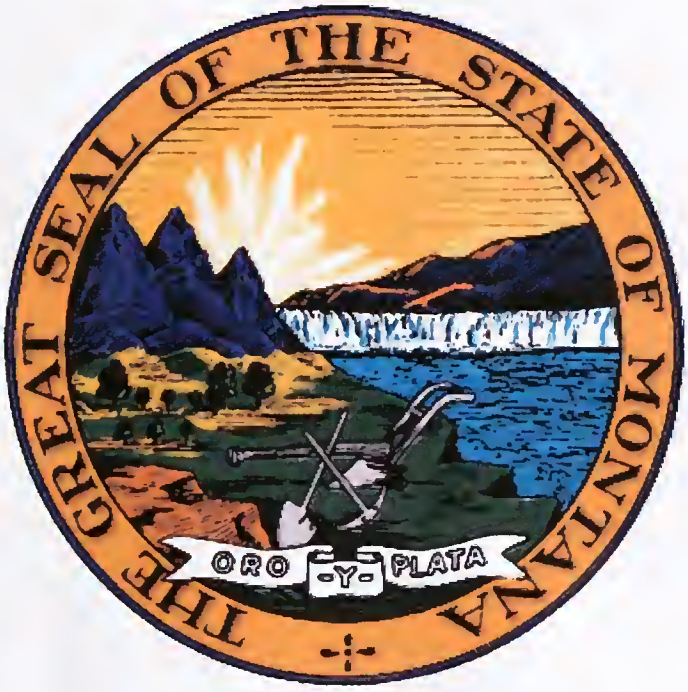


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NEWS LETTER
Feb. 1996

MONTANA

February 1996

State Occupational Information Coordinating Committee
Career Information System

# Introducing: New Fee Schedule for 1996-97!

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There are costs and risks to a program of action, but they are far less than the long range risks and costs of comfortable action.

-John F. Kennedy

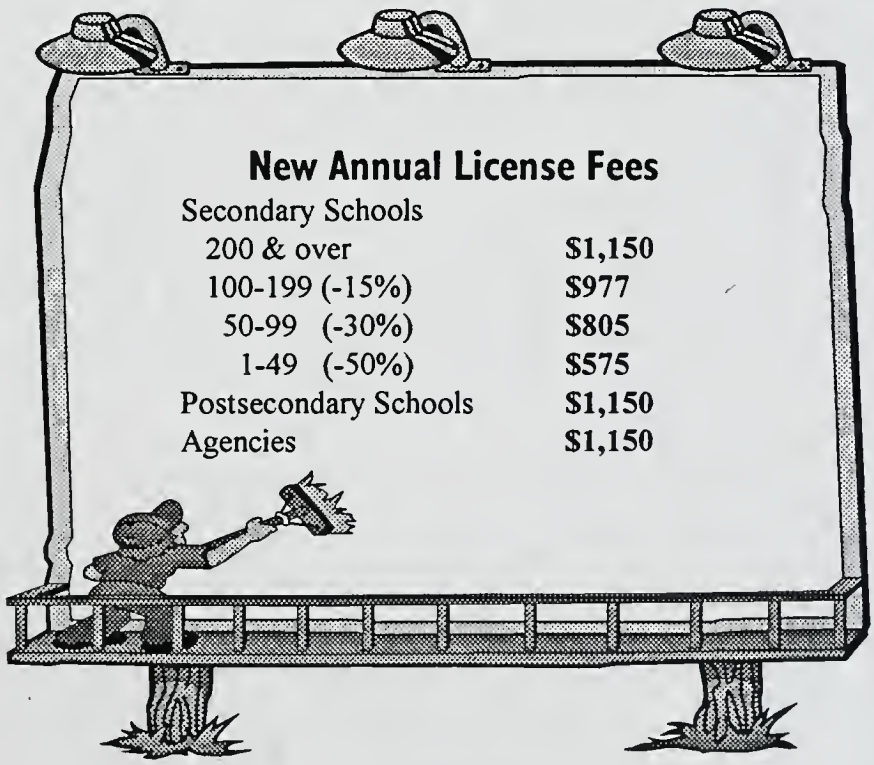
*MONTANA*
State Occupational Information
Coordinating Committee
Career Information System

*P.O. Box 1728*
*Helena, MT 59624*

Everybody's a winner with the new MCIS fee schedule for 1996-97. We've dropped the fees for the largest schools and the smallest schools and added a new component at a reduced cost.

The new fee schedule caps the top fee at $1,150 and provides special discounts for schools with enrollments under 200. The bonus is that both CIS for Windows and Micro-CIS will now include Micro-SKILLS , our popular skills self-assessment program, at no additional fee. Thus, the only schools on the previous schedule who will see an increase in their rates (from $945 up to $977 or from $1,095 up to $1,150) are actually getting a quality enhancement at half the cost of last year.

These changes reflect the mission of MCIS to bring the power of up-to-date career planning information and the insights of the SKILLS program to many more Montanans in their career development process.



**New Annual License Fees**

| | |
|---|---|
| Secondary Schools | |
| 200 & over | **$1,150** |
| 100-199 (-15%) | **$977** |
| 50-99 (-30%) | **$805** |
| 1-49 (-50%) | **$575** |
| Postsecondary Schools | **$1,150** |
| Agencies | **$1,150** |

# Taking Orders for New E-Books

We announced in our last newsletter that we are publishing *Licensed Occupations in Montana* and *Apprenticeable Occupations in Montana*. The *Licensed Occupations in Montana* e-book will be available soon and the *Apprenticeable Occupations in Montana* e-book will be available in March. These e-books will be published by means of Envoy, an electronic publishing program from WordPerfect.

One of the advantages of using an e-book is that users can decide if they want to print the entire book, specific pages, or view it on the computer screen. With the hypertext links users can click on an item in the table of contents and it will automatically take them to the page they want.

We have also expanded the information. Both books now include current employment, wage and outlook information. The *Apprenticeable Occupations in Montana* book also has expanded licensing information for those occupations requiring licenses.

In order to be able to use the new e-book format all you need is a computer with Windows installed on it. The disk will contain the Envoy program necessary to be able to use the book. We are also planning on having a limited supply of printed publications available for those without Windows capable machines. To reserve your e-book or printed copy, fill out the enclosed order form, enclose a check and mail them to us. Orders will be filled on a first come, first served basis.

## Libraries: Get MCIS for $250

That's right. Now local public libraries can lease CIS for Windows for only $250 through a partnership with their local high school. That's a 78% discount off our standard fee! To secure this special rate, the high school and library together coordinate installation and training. As with all our software agreements, libraries would be under a site license, allowing them to install the software on as many machines as they choose in their building. This will allow libraries not only to offer MCIS to students outside normal school hours but also make it available to the general public. Libraries who are interested in this program are encouraged to contact Scott Lockwood at 1-800-633-0229 or e-mail him at **slockwood@jsd.dli.mt.gov** via the Internet.

## Study for GED on TV

Most careers require a minimum of a high school diploma or GED. An important step in career development is getting that high school diploma or GED. Beginning March 5th, students will be able to study for their GED High School Equivalency Diploma via the television. GED on TV is an instructional series of 43 half-hour shows broadcast on KUSM, Montana Public Television. There are three segments: math, writing, and reading. There is a workbook for each segment with a chapter for each half-hour program. The programs will air on Tuesdays, Wednesdays, and Thursdays at 11:30 a.m. They are repeated Saturday at 6:30 a.m. GED on TV is especially good for those students who cannot come to classes at their local Adult Education Center because of work schedules, child care, transportation or medical problems. For more information students can call 1-800-823-GRAD.

# LIFE WORK PORTFOLIO

The days of working for the same employer until you retire are just a chapter in our history books. Today we are constantly facing a changing work place. The recent announcement by AT&T that they are laying off 40,000 workers is just one example of how the foundations of corporate America have been changed. These were the companies that offered long-term security and benefits. With the changing attitudes about business and the world of work, many adults are faced with the challenge of finding new careers.

The Life Work Portfolio was developed jointly by National Occupational Coordinating Committee (NOICC), the Maine Occupational Information Coordinating Committee, and the Career Development Training Institute at Oakland University as a resource for adults. The Life Work Portfolio takes the user, step by step, through the process of career development. As the pages of the Portfolio are filled out, it will clarify career goals, identify what resources are available to help, and will chart career direction. The Portfolio comes with a separate Guide, which gives background information and suggestions for use of the Portfolio, provides questions to expand thinking, and can be used by individuals in a group setting or on their own.

To get more information or to place orders for the Portfolio and/or Guide, call 800-654-4502 or write, Customer Service, Oklahoma Dept. of Vo-Tech, 1500 West Seventh Avenue, Stillwater, OK 74074-4364.

## Windows 95 Compatible

The new operating system, Windows 95 released by MicroSoft this fall, created a challenge for many software manufacturers. We are happy to announce that our software is now compatible with Windows 95. For sites that have Windows 95 on their computer, call Scott Lockwood at 800-633-0229 to request a new loadset. We appreciate the patience you've shown while we were working on this challenge.

## E-Mail Addresses

A fast and easy way to ask questions, or correspond with the staff of MCIS/SOICC is by the use of e-mail. Feel free to ask us questions about technical support, billing, or new orders or tell us what you think about our products and service at the following addresses:

| | |
|---|---|
| Anne Wolfinger: | awolfinger@jsd.dli.mt.gov |
| Scott Lockwood: | slockwood@jsd.dli.mt.gov |
| Rita Watson: | rwatson@jsd.dli.mt.gov |
| Annette Miller: | amiller@jsd.dli.mt.gov |

## Take CIS for Windows for a Test Drive

Imagine trying to buy a car by reading the equipment specifications and looking at pictures of it. Now imagine doing the same for buying a software package. Yet that is exactly what many of us have to do when choosing software, which can result in costly and unsatisfactory decisions.

No so with MCIS. If you are interested in using our software but need to "test drive" it first, all you need to do is contact our office. We will discuss equipment requirements and send you a complete working copy of the *CIS for Windows* or Micro-CIS (DOS). You're allowed to use it for a month at which time you can decide whether or not you want to lease it. If you decide not to, you simply remove the software from all computers and return the materials to us.

Take the guesswork out of selecting career information software and call us today.

## Add Your Local Scholarships To MCIS for Next Fall

Most MCIS users are aware of the hundreds and hundreds of national and Montana-specific financial aid files in MCIS. But have you ever been looking for scholarships and come across listings for local sholarships like the Polson Lions Club Scholarship or the Billings Education Association Scholarship? Have you wondered how to get your local scholarships listed? All you need to do is contact our office. We will send you a Local Aid Data Form and ask that you provide us with details on each scholarship. We will verify the information and include the listing in the next fall release of our software. Together we will be able to provide the most accurate, complete and accessible information on scholarships for Montana students.

Montana SOICC/MCIS
P.O. Box 1728
Helena, MT 59624

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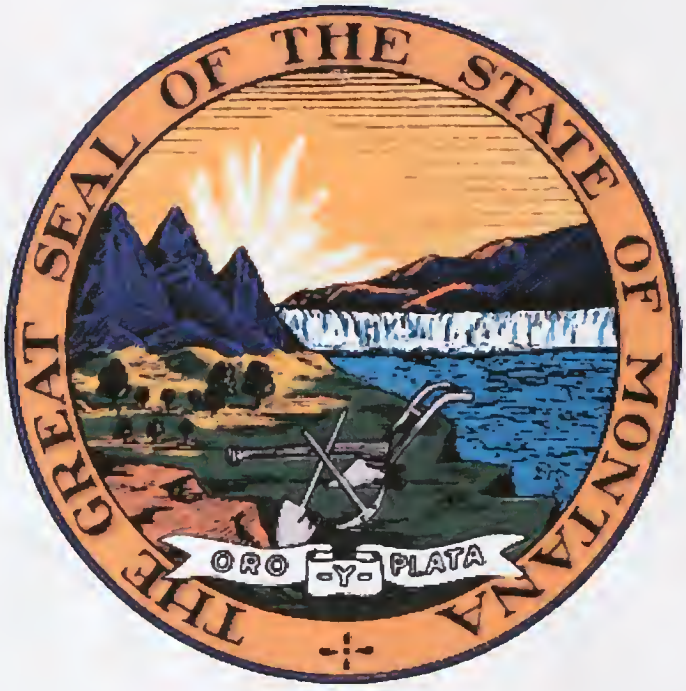



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